APPLICATION FOR FULL APPROVAL OR RENEWAL OF APPROVAL BOARD APPROVED NURSING PROGRAMS

This application and the accompanying information is intended to assist your program in the approval process. This application is a ***preliminary*** step in the process and should be mailed to the Board in a timely manner. Site visits will not be scheduled until the complete self-study is submitted and reviewed. It may take up to 30 days to review the self-study.

Program Name: _____

Parent Institution: _____

Address:_____

Phone:_____

_____

Nrsg. Admin._____

Other Sites:_____

Fax:_____

_____

E-mail:_____

Date of last approval from the Board:

Anticipated date you will submit self-study:

_____

_____

Preferred dates of site visit:

Request oral report (see instructions):

_____

☐ Yes   ☐ No

_____   _____

Director of Program (Signature)   *Date*

_____

Print Name

_____   _____

Administrator of Parent Institution (Signature)   *Date*

_____

Print Name

GUIDELINES FOR THE SELF STUDY:

The administrator shall submit <u>one</u> copy all materials to the Board of Nursing Education Consultant not less than 30 days before the planned visit and at 4 months before expiration of provisional approval. The materials should be single-sided, on letter size white paper, consecutively numbered and bound together. Please do not include folders, notebooks, or bulky materials, as they are difficult to file. You must include the following items:

I. Self-study
   A. Title page with program name, address of program site, phone of parent institution/administrator, e-mail address, fax number, classification of nursing program by both educational degree (diploma, ADN, BSN) and licensure (RN/PN/Multiple exit).
   B. A description and short history of the program and parent institution.
   C. The "Application Worksheet" that contains each and every rule to be addressed: R4-19-201 to R4-19-206 with an <u>accompanying narrative</u> analyzing the extent to which the program complies with the rule. When writing the narrative, do not just affirm that the rule is met. The evidence demonstrating compliance with the full rule needs to be disclosed. For example there are criteria for faculty evaluation. The fact that full-time faculty are evaluated does not address the rule until all criteria as applied to all faculty are discussed.
   D. An appendix to include supporting documents such as charts, comparison graphs, and the evaluation plan (as described in the self-study guidelines). This is a list of documents to include in the self-study is detailed below. Other materials may be requested during the visit.
      • Regional or national and state accreditation documents
      • A comparison chart of the mission and goals statements of both the program and the parent institution showing consistency of mission and goals
      • Sample clinical contract
      • Organizational chart(s) indicating the position of the program within the overall structure of the parent organization and the organization within the program
      • Job description for nursing program administrator
      • Program Systematic Evaluation Plan with the trended and aggregate results of the evaluation of each component and actions taken by the program in response to the data collected.
      • Faculty evaluation tools/forms
      • Job descriptions for faculty
      • Faculty handbook/bylaws/policies that pertain to rule compliance (just include specific pages or paste policies)
      • Nursing student policies that pertain to rule compliance (just include specific pages or paste policies)
      • A chart of faculty including name(s), AZ or multi-state compact license #, educational background (including whether master's degree is with a major in nursing), teaching responsibilities, and years of patient care experience
      • Curriculum evidencing congruency of program objectives/goals, level or course objectives, and unit objectives with content. A comparison chart is recommended (see below). Materials should include
      o Program outcomes/goals
      o Course sequence
      o Course descriptions
      o Level objectives, if any
      o Course objectives for all courses
      o Unit objectives for at least one nursing course
      o Course content outline for at least one nursing course
      • If a preceptorship experience is offered, a description of the preceptorship consistent with the Boards advisory opinion "Preceptorship for Prelicensure Students" available a www.azbn.gov under resources/advisory opinions;
         •

II. Other Items: these items should be submitted to Board staff only; they do not need to be bound into the self-study
   A. One copy of the college catalogue (or electronic access)
   B. One copy of the nursing student handbook (or electronic access)
   C. One copy of nursing program faculty handbook (or electronic access)

   Following submission and review of these materials, a determination of completeness will be made. If substantially complete, a site visit will be scheduled.

EXAMPLE OF SELF-STUDY WORKSHEET

Rule	Met	Description of how program meets rule requirement	Evidence (Document/Page#)
D. The parent institution shall center the administrative control of the nursing program in the nursing program administrator. _____	Met	Administrative control is centered in the nursing administrator. Dr. Susan Smith, the administrator of the program, provides leadership for the faculty and facilitates decision making. Dr. Smith represents the faculty and program at College Council meetings. Additionally Dr. Smith prepares and submits the program budget, is a part of the grievance process, and evaluates all faculty according to institutional policy and Arizona State Board of Nursing rules. Dr. Smith and the faculty jointly determine admission, graduation, and progression requirements for	Program Administrator Job description; Faculty meeting minutes; Nursing program Budget; Grievance Procedure (p. 24 Nursing Student Handbook).

EXAMPLE OF CURRICULUM WORKSHEET--PROGRAM

Program outcomes	Level I outcomes	Level II outcomes	Level III outcomes
The graduate will work with the patient and health team members to establish priorities and manage care to achieve desired patient outcomes	The student will formulate and implement a plan of care for an individual client in stable condition.	The student will formulate and implement a plan of care for an acutely ill client.	The student will collaborate with other health care providers revise plans of care for clients across the lifespan to meet desired patient outcomes and delegate selected aspects of care to unlicensed personnel.

EXAMPLE OF CURRICULUM WORKSHEET--COURSE

Course outcomes	Lesson Objectives	Content	Activities
The student will formulate and implement a plan of care for an individual client in stable condition	The student will explicate the components of the nursing process. The student will utilize the nursing process in caring for a single stable client	I. Components of the Nursing process A. Assessment Physical assessment Nursing Assessment Analysis ……..etc	Group care plan Care plan assignment Demonstration of physical and nursing assessment Return demo—check-off
	The student will apply the nursing process in caring for a patient with respiratory disorders. Compare and contrast nursing interventions for clients with	I. Assessment of the patient with common respiratory disorders A. Physical findings; lab tests B. Functional abilities II. Care of the patient with common respiratory disorders: pneumonia, COPD, asthma, emphysema III. Evaluation of care/progress	Incentive spriometer demo Suctioning Trach care Oxygen administration Cough and deep breathe

R4-19-208.   Application for Full Approval of a Nursing Program

A. A nursing program seeking full approval shall submit an electronic and one paper copy of an application that includes the following information and documentation:
1. Name and address of the parent institution,
2. Date the nursing program graduated its first class of students, and
3. A self-study report that contains evidence the program is in compliance with R4-19-201 through R4-19-206.

B. Following an onsite evaluation conducted according to A.R.S § 41-1009, the Board shall grant full approval for a maximum of five years or the accreditation period for nationally accredited programs governed by R4-19-213, to a nursing program that meets the requirements of this Article and if approval is in the best interest of the public. A nursing program that is denied full approval may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for full approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.

R4-19-210.   Renewal of Approval of Nursing Programs Not Accredited by a National Nursing Accrediting Agency

A. An approved nursing program that is not accredited by an approved national nursing accrediting agency shall submit an application packet to the Board at least four months before the expiration of the current approval that includes the following
1. Name and address of the parent institution,
2. Evidence of current institutional accreditation status under R4-19-201,
3. Copy or on-line access to:
   a.   A current catalog of the parent institution,
   b.   Current nursing program and institutional student and academic policies, and
   c.   Institutional and nursing program faculty policies and job descriptions for nursing program faculty, and
4. One electronic copy and one paper copy of a self-study report that contains evidence of compliance with R4-19-201 through R4-19-206.

B. Following an onsite evaluation conducted according to A.R.S. § 41-1009, the Board shall renew program approval for a maximum of five years if the nursing program meets the criteria in R4-19- 201 through R4-19-206 and if renewal is in the best interest of the public. The Board shall determine the term of approval that is in the best interest of the public.

C. If the Board denies renew al of approval, the nursing program may request a hearing by filing a written request with the Board within 30 days of service of the Board's order denying the application for renewal of approval. Hearings shall be conducted in accordance with A.R.S. Title 41, Chapter 6, Article 10 and 4 A.A.C. 19, Article 6.

PREPARING FOR THE SITE VISIT:

The purpose of the site visit is to <u>clarify, amplify and verify the contents</u> of the self-study submitted to the Board. The rules (A.A.C. R4-19-201 to R4-19-207) will be used as the criteria that must be met in order for Board approval to be granted. A site visit will not be scheduled until the entire self-study is received at the Board and reviewed for completeness.

Some effort and planning will be needed to ensure a successful and efficient site visit. Contact key persons well in advance to ensure that they are available and appraised of the importance of the visit. The interviews are formal and participants will be informed that <u>any responses may be used in a report to the Board</u>. There is no "talking off the record". There should be no interruptions during the interview times. Plan on the site visit taking at least two days.

Interview guidelines

The following meetings will need to be arranged. Suggested time frames for each meeting are

indicated. The site visitor will also need approximately 2 hours on site to examine documents and access to syllabi and other documents to take off site. All original documents will be returned. Please send a copy of the schedule to the Board office 2 weeks prior to the site visit.

Meetings and Suggested Times:
Director/dean/coordinator/chair of program-- 2 hours initially and 1 hour prior to the exit report
Immediate supervisor of the director of the program—1/2 hour Director/administrator of the parent institution—1/2 hour
Assistant Directors (if appropriate)—1/2 hour
Library or resource director and tour— 15-30 minutes Faculty –1 hour
Advisors/counselors and admissions officer for the program (optional)—30 minutes Students— 1 hour--access to the consultant should be provided to all interested students— do not select only certain students to meet the consultant
Graduates of the program (optional)

TOURS:
Tour of parent institution Library Resource Center
Nursing Department including classrooms, offices, skills lab if there are multiple sites, each site needs to be toured
Clinical sites (optional)

DOCUMENTS:
This is a suggested list of documents to have on hand. The site visitor will need a quiet, secluded place to examine the documents and about 2 hours on site. Other materials may be requested during the visit.
Program handbook
Regional or National Approval documents Nursing Department Budget (detailed)
Copy of clinical/course/program evaluation tools All Course syllabi/curriculum
All Clinical contracts Student policies Faculty policies Program policies Faculty files
Student files
Exams/examples of student work NCLEX Reports, if available
Reports of results from standardized testing (e.g. HESI, ERI)

EXIT REPORT:

Programs may request a preliminary oral exit report as part of the visit. Preliminary reports are not binding and are subject to change. All personnel involved may be invited to the reading of the preliminary oral report. The reading of the oral report is not an opportunity to debate the report but the consultant may request assistance in the drafting of some aspects of the report and correction of errors. Programs are requested not to publish the contents of the oral report. A written draft report

will be provided to the program nurse administrator within 30 days of the site visit. The program is requested to assist with correction of facts and may comment and address any issues in the report.

AFTER THE SITE VISIT:

Based on feedback at the visit, the program may revise the self-study and submit 2 bound copies of the self- study and one electronic copy in plain Microsoft Word format without hyperlinks <u>with consecutively numbered pages. (See Policy on Submission of Materials to Education Committee.</u>

The consultant will make final revisions to the reports after the program administrator has provided comment/correction to the draft reports and provide copies of her findings along with the self-study to the program administrator and all members of the Education Committee. All

communication about the program will be directed to the nurse administrator of the program. Courtesy copies may be provided to other individuals at the request of the program. Program approval is a 2-step process.

1. The self-study and consultant report is reviewed by the Education Committee in their regular meeting for a recommendation to the Board. Programs are encouraged to send a representative to this meeting to present any additional information and answer questions.
2. The Board will then take action on your approval at the next regularly scheduled meeting in compliance with open meeting law. The Board will consider the recommendation of the Education Committee, but the Board is not obligated to adopt any recommendations. Decisions made by the Board may be different than the Education Committee recommendation. Programs are encouraged to attend the Board meeting.

You will be notified of the dates of the Education Committee and Board meetings and offered a scheduled time that the Board will consider the application. The Board may delay the time for any reason, but will not consider the item before the scheduled time. Following the Board meeting you will be given a letter apprising you of the board action. The most likely options the Board may consider are:

1. Grant full approval,

2. Grant full approval with conditions,

3. Continue provisional approval, or

4. Issue notice of deficiency.